**JOB DESCRIPTION - TEACHER (Main Pay Grade)**

**NAME:**

**GRADE:** Main Professional Grade/ UP

**DESIGNATION:** Class Teacher

**SCHOOL:** Henry Green Primary

**DEPARTMENT:** EDUCATION

**Overall purpose of job**

Carry out the professional duties of a school teacher plus any other duties that can reasonably be asked of her/him under the direction of the Headteacher.

**Main Duties**

1. Plan and prepare work for the short, medium and long term, with due regard to continuity and progression.

2. Teach, according to their educational needs, pupils for whom they are responsible. This will include setting and marking of work to be carried out elsewhere.

3. Assess, record and report on the development, progress and attainment of pupils; maintain effective records and assessments.

4. Participate in all necessary arrangements and procedures relating to national and local assessments.

5. Ensure that all pupils for whom they are responsible progress and are encouraged.

6. Maintain good order and discipline among pupils with particular reference to health and safety.

7. Provide pastoral care, guidance and advice to pupils as appropriate.

8. Assist with supervision of children from other classes as necessary.

9. Participate in meetings covering school and pupil activities.

10. Attend assemblies where appropriate. (N.B. Teachers are not obligated to attend acts of worship)

11. Maintain a register of pupils' attendance including known reasons for absence.

12. Communicate and consult with parents and other relevant bodies, and foster positive relationships.

13. For specified subject area: if appropriate.

Develop and keep under review the school policy and curricular planning

arrangements after consultation with the Head Teacher and staff, in line with

the requirements of the National Curriculum and LEA policy.

Be responsible for organisation of equipment and resources ensuring they are in good repair, suitably displayed and available.

Promote and develop awareness, provide advice and support for colleagues,

and encourage the sharing of ideas and good practice.

14. Co-operate with other curriculum co-ordinators to identify and develop cross-curricular links and approaches.

15. Participate in teachers' review and development sessions.

16. Update and maintain skills through attendance at relevant courses/conferences ensuring information is made available to others as necessary.

17. Set high expectations for pupils’ behaviour, establishing and maintaining a good standard of discipline through positive and productive relationships.

18. Demonstrate commitment to quality learning in classroom organisation and management.

19. Encourage child centred learning using first-hand experience as the basis of children's learning

20. Be conversant with and use information technology equipment available within the

school, uploading and retrieving information as required.

21. Be responsible for running an after school club

22. The above duties are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out other appropriate duties within the grading level of the post and the competence of the post holder.

**Note:** Any member of staff attending extensive training funded by the school e.g Senco, Early Leadership, Middle leaders, Senior Leadership, or anything deemed by the HT as ‘extensive’ in cost and development, should remain affiliated with and working in the school a full year after this training has been completed by them or they may be liable for half the costs incurred by the school.

Clauses 1-16 are drawn from the Teachers' Pay and Conditions Document.

Discussed on ................................. Signed .........................................

**Additional detail: Subject Leader**

* Undertake effective curriculum planning to ensure statutory requirements are met in the subject.
* Be responsible for and monitor the progress of individuals and groups, identifying underperformance and using effective intervention strategies where necessary.
* Be responsible for quality control of teaching and learning within the subject.
* Manage and monitor the subject budget effectively.
* Have an overview of CPD activities and requirements within the subject across the whole school.
* Develop and implement policies and practices which reflect the school’s commitment to high achievement and expectations through effective teaching and learning.
* Have an enthusiasm for the subject which motivates and supports other staff and pupils.
* Run an after school club related to your specific subject or a personal interest/skill.
* Use, track and identify relevant data to inform targets for development and further improvement for individuals and groups of pupils.
* Develop plans for the subject which identify clear targets, timescales and success criteria for its development and/or maintenance, in line with the school development plan.
* Monitor progress and evaluating the effects on teaching and learning.